

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Position Title and Series Code: Architect/Construction Engineer, FSN 1105, FP 05

Open to: All Interested Candidates - All sources

Vacancy Opening Date: February 17, 2017

Vacancy Closing Date: March 02, 2017

Work Hours: Full-time; 40 hours/week

EMPLOYMENT LENGTH: This position is temporary and will not exceed two years from hire date

Basic Function of Position:

The Architect/Construction Engineer shall directly report to the Project Director (PD) in the performance of their duties under this contract. The Architect/Construction Engineer will inspect daily construction activities; review and recommend approval of shop drawings and submittals; maintain a daily log of construction activities; develop change orders including preparing cost estimates; and other construction engineering duties related to architecture works of Libreville Marine Security Guard Residence (MSGR) as required by the contract documents. He/she shall be capable of working independently and provide professional construction engineer services.

Major Duties and Responsibilities:

1. Develop an in-depth working knowledge of the general contractual and detailed requirements of the construction contract for the project. Observe the execution of construction to assure adherence to approved drawings and specifications, inspect construction workmanship, materials, methods of equipment, and reports to OBO/PD as to their conformity and non- conformity to the approved contract documents for architecture Engineering. Make recommendations to the OBO/PD on how to correct deficiencies and resolve problems during construction. Work independently and maintain daily construction surveillance logs insuring

contractor compliance with the terms and conditions of the contract between the construction contractor and the Government. 40%

2. Prepare weekly, monthly and other reports of the progress of construction as required by the OBO/Project Director. Provide and maintain timeline digital photographic records to support reports. 10%

3. Update and monitor contractor construction schedule in regards to Civil / Architecture works, review any proposal for change in construction or methods for time implications. Submit recommendations to OBO/PD including recommending the time extensions that are justified by the change. 15%

4. Perform any other engineering support duties related to OBO field operations as may be requested by the OBO/PD. Liaison with Post, coordinate authorized Construction Phase Services for Civil engineering services as required. Participate in meetings and conduct discussions with contractor as directed by OBO/Project Director. 10%

5. Review and analyze material samples, catalogs and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contract requirements. Prepare written reports of the analysis, incorporating the comments, and provide recommendations and alternatives for appropriate action to the OBO PD. 10%

6. Prepare engineering drawings, architecture/construction engineering calculations, technical specifications and independent government cost estimates for construction change orders or to support U.S. installed equipment. Review and analyze contractor's change order proposals for cost and compliance with the change. Periodically review the as-built drawings with the contractor for contract compliance. Prepare cost of alternatives to design and specifications when requested by the OBO/PD. 15%

Qualifications Required for Effective Performance:

Education:

A Bachelor of Science in architecture/construction engineering from an accredited institution is required.

Prior Work Experience:

Minimum of five years' experience in the field of architecture/construction engineering in relation to building constructions and renovations is required; at

least 2 years of this experience must be with International or U.S. codes and criteria.

Post Entry Training:

Online training on "How to be a Contracting Officer's Representative (COR)" is required and must be completed within the first 3 months of hiring. Training on ProjNet SM Facilitating Design and Construction Communication, HVAC Building Automation Fundamentals for Building Managers, Overseas Facilities Management are also required.

Language Proficiency: List both English and host country language(s) by level and specialization.

English Level IV and French Level IV is required.

Job Knowledge:

Must have expert knowledge in design and construction practices with International or U.S. architecture/construction engineering codes and specifications; an in-depth professional knowledge in architecture/construction engineering design calculations and criteria; preparation of engineering drawings and specifications.

Skills and Abilities:

Must demonstrate the ability to use engineering management software. Must be able to create architecture/ construction engineering cost estimates, review civil and architecture construction drawings for code compliance. Must have strong keyboard skills and knowledge of MS Office package for word processing and analysis, and to maintain daily construction inspection logs.

Position Elements:

Supervision Received

Position is directly supervised by the OBO Project Director (PD). CM will provide work guidance and occasional tasking.

Supervision Exercised

The incumbent will not directly supervise any US Government staff members; however, he will be responsible for overseeing the work of contractor personnel.

Available Guidelines

AHRAE, ASTM, ASCE, AISC, UBC, NEMA Standards, National Building Code, and safety manuals as provided by OBO PD. OBO Construction Management

Guidelines, OBO/CFSM/CM notices and bulletins; State Department Foreign Affairs Manual; Embassy administrative notices and bulletins.

Exercise of Judgment

Must exercise judgment in all construction activities, design alternate schemes where construction documents are not available and determine material is placed properly meeting contract specifications intent.

Authority to Make Commitments

None.

Nature, Level and Purpose of Contacts

Regular, daily communication with OBO staff and with the contractor project managers and supervisory staff. Regular communication at a working level with Embassy staff, with local/municipal authorities as appropriate, and with official visitors from Post or from OBO/Washington. Review O&M manuals from contractor per the requirements of contract documents. Purpose of contact is to discuss quality, schedule, technical and safety issues are communicated with OBO and contractor staff.

Time Required to Perform Full Range of Duties after Entry into the Position

6 months